

# STATEWIDE FAMILY YOUTH & SYSTEM PARTNER ROUND TABLE (FYSPRT)

## For Washington State's Systems of Care Project

### CHARTER

**Project Name:** Statewide Family, Youth & System Partners Round Table (FYSPRT) Charter

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## A Purpose of the STATEWIDE FYSPRT

### Primary Functions

The primary function of the STATEWIDE FYSPRT is to take responsibility for the development of a statewide infrastructure building plan that will address the outcomes of the Washington State Systems of Care Project (WSSOCP). The FYSPRT will monitor and review the project status, as well as provide oversight of the project deliverables. The FYSPRT provides statewide leadership to influence the establishment and sustainability of SOC values and principles throughout the planning grant and beyond. The FYSPRT provides insight on long-term strategies in support of Washington State's Systems of Care Project. FYSPRT members support and track the five goals of the Washington State System of Care (SOC) Grant which are to:

1. Infuse SOC values in all systems for children, youth, and families.
2. Ensure services are seamless for children and youth who are the population of focus and their families.
3. Build access and availability of home and community based services.
4. Develop and strengthen a workforce that operationalizes SOC values.
5. Build a strong data management system to inform decision making and track outcomes.

The goals of Washington State's Systems of Care project and well as the SOC values and principles are monitored to determine the degree of goal achievement related to institutional processes and mental health service delivery. Statewide FYSPRT responsibilities include performing the following functions:

- Providing assistance to the project as appropriate;
- Controlling project scope as emergent issues may force changes to be considered, ensuring that scope aligns with the agreed business requirements of the project sponsor and key stakeholder groups;
- Provide input into direction and approaches; and
- Work together to accomplish project deliverables.

### Communication Responsibilities

- Maintain communication with Executive Team, work groups, and Regional FYSPRT.
- Provide timely SOC progress reports to chain of command authorities for feedback and support.

### Decision Making Responsibilities

The FYSPRT is responsible for approving project elements such as:

- Prioritization of project objectives and outcomes as identified in the grant;

- Deliverables as identified in the project *Scope Statement*;
- Schedule;
- Project management and quality assurance practices.
- Workgroup over site

## B Statewide FYSPRT

### Membership

In addition to the executive sponsors as *ex-officio* members, the initial Statewide FYSPRT members will consist of the following stakeholder members:

Name	Role	Agency
Alice Huber	Principle Investigator	DSHS/DBHR
Andrea Parrish	SOC Grant Director	DSHS/DBHR/MH
Margarita Mendoza de Sugiyama	SOC Project Manager	DSHS/DBHR
Jeanette Barnes	SOC Family Liaison	DSHS/DBHR
Tamara Johnson	SOC Youth Lead	Youth 'N Action
Tiffany Sanders	Youth Representative	Yakima Valley SOC
Tina Burrell	CD Representative	DSHS/DBHR/CD
Christie Seligman	DDD Representative	DSHS/DDD
Barb Putnam	CA Representative	DSHS/CA
Dan Schaub	JRA Representative	DSHS/JRA
Ron Hertel	OSPI Representative	Office of Superintendent of Public Instruction
Sarah Butzine	OSPI Representative	Office of Superintendent of Public Instruction
Maria Nardella	DOH Representative	Department of Health
Carol Miller	DOH Representative	Department of Health
	HCA Representative	Health Care Authority
	IPAC Representative	Indian Policy Advisory Council
Becky Bates	NE FYSPRT Family Representative	North East Regional FYSPRT
Wilde Sage	NE FYSPRT Youth Representative	North East Regional FYSPRT
Lori Gendron	SE FYSPRT Family Representative	South East Regional FYSPRT
	SE FYSPRT Family Representative	South East Regional FYSPRT

Just-Rita Therese	SW FYSPRT Family Representative	South West Regional FYSPRT
Cathy Callahan-Clem	NW FYSPRT Family Representative	North West Regional FYSPRT
	NW FYSPRT Youth Representative	North West Regional FYSPRT

### **Role of a Statewide FYSPRT Member**

It is intended that the Statewide FYSPRT leverage the experiences, expertise, and insight of key individuals, organizations, and departments that are committed to building a Systems of Care for children's mental health. Statewide FYSPRT members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, members will:

- Help move our respective part of the system towards system of care values and principles in workforce development, policies, practice, financing, and structural change.
- Provide SOC progress reports to respective partner leadership for feedback and support.
- Bring individual and agency strengths in completing necessary tasks.
- Identify barriers/challenges and approaches to resolve issues.
- Identify strengths/initiatives/projects of existing system agencies that support systems of care.
- Educate other system of care partners.
- Develop problem solving approaches for moving forward.
- Track demonstrations of success integrating the WA SOC Grant goals in activities/events.
- Gather SOC related activity information to submit for federal reporting in the TRAC System.
- Review the status of the project.
- Review SOC outputs for compliance with grant requirements and expectations of key stakeholders.
- Participate in writing the WA SOC plan representing agency perspective.

## **C Statewide FYSPRT Meetings**

### **Meeting Schedule and Process**

The Statewide FYSPRT will meet the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday s of every month or as needed to track issues and the progress of the project's implementation and on-going statewide support to its stakeholders.

### **Meeting Agenda**

An agenda will be developed by the SOC Project Manager for regularly scheduled meetings with input from FYSPRT members. At each meeting, a project status report will be given by the project manager to the FYSPRT. Each member will also provide an update on any new or pending SOC activities from their respective organizations, work areas, and agencies.

## D Timeline Requirements

Activities	Time Frame	Due
<b>Getting Started</b> Establish SOC Team Vision, Mission, Goals Determine Population Focus Conduct Environmental Scan Create Planning Timeline	October –December 2011	Partially complete
1 <sup>st</sup> Quarter TRAC Report	October 1– December 31	January 31, 2012 <b>(submitted for review)</b>
<b>Plan Development</b> Identify core strategies to expand SOC approach Identify strategies for operationalizing SOC values in plan Expand vertical and horizontal partnerships and collaborative networks	January – March 2012	April 30, 2012
Semi-annual SOC Progress Report	October 1, 2011 - March 31, 2012	April 30, 2012
2 <sup>nd</sup> Quarter TRAC Report	January 1-March 31, 2012	April 30, 2012
<b>Development of Action Plan</b> Determine actions, timelines, & roles and responsibilities for short & long –term strategic plan to expand SOC Determine financing plan to support implementation of action steps	April – June 2012	July 31, 2012
3 <sup>rd</sup> Quarter TRAC Report	April 1- June 30, 2012	July 31, 2012
<b>Benchmarks to Measure Plan; Finalizing Plan</b> Determine benchmarks and measures to demonstrate progress towards SOC implementation and indicators of success	July- September 2012	September 30, 2012
4 <sup>th</sup> Quarter TRAC Report	July 1-September 30, 2012	October 31, 2012